



Office of Public Instruction School Nutrition Programs  
**Food Service Manager Basics**  
**Fall 2013 Agenda**

**Day One: October 17<sup>th</sup>**

7:30 am	<b>Continental Breakfast</b>
8:00 am	<b>Introductions</b>
8:15 am	<b>Cafeteria Set Up and Show and Tell</b>
9:15 am	<b>Meal Patterns and Offer vs Serve</b>
10:15 am	<b>Coffee Break</b>
10:30 am	<b>Menu Planning</b>
12:00 pm	<b>Lunch</b>
1:00 pm	<b>Meal Counting and Claiming</b>
2:00 pm	<b>Cafeteria Environment</b>
2:30 pm	<b>Nutrition Break</b>
2:45 pm	<b>Review Process</b>
3:15 pm	<b>Q&amp;A</b>
4:00 pm	<b>Closing</b>

Helena, MT  
Holiday Inn Downtown, 22 N Last Chance Gulch  
October 17-18, 2013  
8:00 AM -5:00 PM



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**Day Two: October 18<sup>th</sup>**

7:30 am	<b>Continental Breakfast</b>
8:00 am	<b>National Food Service Management Institute (NFSMI)</b> Nutrition 101: A Taste of Food and Fitness
10:00 am	<b>Coffee Break</b>
10:15 am	<b>National Food Service Management Institute Con't</b> Nutrition 101: A Taste of Food and Fitness
12:00 pm	<b>Lunch</b>
1:00 pm	<b>National Food Service Management Institute (NFSMI)</b> Utilizing the Cafeteria as a Classroom
2:30 pm	<b>Nutrition Break</b>
2:45 pm	<b>National Food Service Management Institute Con't</b> Utilizing the Cafeteria as a Classroom
5:00 pm	<b>Closing</b>

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